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# DESIGN REVIEW PROCEDURES

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DEVELOPMENT APPROVAL PROCESS

BOSTON REDEVELOPMENT AUTHORITY

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DESIGN REVIEW PROCEDURES

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Review of Steps 1, 2 and 3 will be performed by the Design Review Committee. The Committee will review the design and construction documents submitted by the contractor and will provide comments and recommendations. The Committee will also review the construction inspection report and will provide comments and recommendations. The Committee will also review the final design and construction documents and will provide comments and recommendations. The Committee will also review the final design and construction documents and will provide comments and recommendations.



## BOSTON REDEVELOPMENT AUTHORITY DESIGN REVIEW PROCEDURE

All development proposals submitted to the Boston Redevelopment Authority will be subject to design review and approval. Required submissions shall be made at four stages of project design and construction: Schematic Design, Design Development, Contract Documents, and Construction Inspection. Submissions shall include the materials described herein, except that for projects of limited size, scope and impact on their surroundings, certain of the required materials may be waived by the Authority. This determination will be made at the start of each stage of the Design Review Procedure.

In addition to the four-stage Design Review Procedure, other reviews at the request of either the developer or the Authority are encouraged. It is also expected that reasonable requests for progress prints and other materials in addition to those required herein will be met at any time.

Review of Stages 2, 3 and 4 will be limited to consideration of design refinements, new elements not present in previous submissions, and conformity with previously approved submissions.

NOTE: In addition to design review and approval, projects under consideration by the Boston Redevelopment Authority are usually required to submit the following information: (a) documentation of developer experience, (b) financial information including pro-formas, (c) environmental analyses, and (d) any other information deemed appropriate by the Authority.







## DESCRIPTION OF SUBMISSION REQUIREMENTS

All drawings shall be clearly identified and shall include north arrow and graphic scale.

For each submission stage, in addition to full-size scale drawings, please provide three copies of a bound booklet containing all submission materials at a reduced size.

### I. SCHEMATIC DESIGN

The intent of this review is to secure agreement on the basic design concept. The following materials are required:

- A. Written description of the project including all program elements and space allocation for each element; zoning requirements and preliminary zoning calculations.
- B. Neighborhood plan and sections at an appropriate scale (1" = 50' or larger) showing relationships of the proposal to the neighborhood's massing, building height, scaling elements, open space, major topographic features, pedestrian and vehicular circulation, and land use; black and white 8" x 10" photographs of the site and neighborhood.
- C. Site plan at an appropriate scale (1" = 20' or larger) showing:
  - 1. General relationships of proposed and existing adjacent buildings and open space. Open spaces defined by buildings on adjacent parcels and across streets shall be included.
  - 2. General location of pedestrian ways, driveways, parking, service areas, streets, and major landscape features.
  - 3. Pedestrian and vehicular (including service) access and flow through the parcel and to adjacent areas.
  - 4. Survey information, such as existing elevations, benchmarks, utilities, etc.
  - 5. Current ownership (including purchase options) of all portions of the development site.
  - 6. Phasing possibilities, if any.
  - 7. Construction limits, if applicable.
- D. Site sections (1" = 20' or larger) showing relationships to adjacent buildings and spaces.
- E. Schematic building plans showing ground floor and typical upper floor(s).

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- F. Massing model at 1" = 100' for use in the Authority's downtown cityscape model.
- G. Shadow studies showing the effects of the proposed massing on the surrounding area with particular attention to nearby public spaces including sidewalks, parks, and plazas.

Submission of site plan and massing options, as well as other sketches and diagrams which will help clarify design issues and the proposed solution is encouraged. After review and agreement on the program, site plan and massing, the following materials are required:

- H. Building and site improvement plans, elevations in the context of the surrounding area, and sections showing organization of functions and spaces, all at an appropriate scale (e.g., 1" = 8'). These drawings shall describe architectural massing, facade design, and proposed materials.
- I. Site model at an appropriate scale (1" = 20' or larger). All nearby buildings and streets should be included to illustrate the relationship of proportions, materials and facade treatment to the surrounding buildings.
- J. Wind impact studies at pedestrian levels describing the effect of the project on the surrounding area with particular attention to nearby public spaces including sidewalks, parks, and plazas.
- K. Estimated construction schedule for the project.
- L. Eye-level perspective showing the proposal in context of the surrounding area.
- M. Proposed schedule for submission of Design Development materials.

Upon approval by the Authority of the SCHEMATIC DESIGN, the following submission is required:

## II. DESIGN DEVELOPMENT

The intent of this review is to secure agreement on the final design prior to detailed work on Contract Documents. The following materials are required:

- A. Written description of the project (including all program elements and space allocation for each element) and zoning calculations.
- B. Site plan at an appropriate scale (e.g., 1" = 16' or as determined after approval of SCHEMATIC DESIGN) showing:
  - 1. Relationship of proposed building and open space to existing adjacent buildings, open spaces, streets, and buildings and open spaces across streets.





2. Proposed site improvements and amenities including paving, landscaping, lighting and street furniture.
  3. Building and site dimensions, including setbacks and other dimensions subject to zoning requirements.
  4. Any site improvements or areas proposed to be developed by some other party (including identification of responsible party).
  5. Proposed site grading, including typical existing and proposed grades at parcel lines.
- C. Site sections at an appropriate scale (e.g., 1" = 16' or as determined after approval of SCHEMATIC DESIGN).
- D. Building plans (including preliminary structural and mechanical drawings), sections and elevations at an appropriate scale (e.g., 1" = 8') developed from approved schematic design drawings. Elevations shall show the project in the context of the surrounding area as required by the Authority to illustrate relationships of character, scale and materials. All plans, sections and elevations shall reflect the impact of proposed structural and mechanical systems on the appearance of exterior facades, interior public spaces, and roofscape.
- E. Large-scale (e.g., 3/4" = 1'-0") typical exterior wall sections, elevations and details sufficient to describe specific architectural components and methods of their assembly.
- F. Outline Specifications of all materials for site improvements, exterior facades, roofscape, and interior public spaces.
- G. Study model at an appropriate scale (e.g., 1" = 16', or as determined after approval of SCHEMATIC DESIGN) showing refinements of facade design.
- H. Eye-level perspective drawings showing the project in the context of the surrounding area.
- I. Proposed schedule for submission of Contract Documents.

Upon approval by the Authority of the DESIGN DEVELOPMENT, the following submission is required:

### III. CONTRACT DOCUMENTS

The intent of this review is to secure agreement on the detailed design of the proposal. The following materials are required:





- A. Written description of the project, (including all program elements and space allocation for each element) and zoning calculations.
- B. Site plan showing all site development and landscape details for lighting, paving, planting, street furniture, utilities, grading, drainage, access, service, and parking.
- C. Complete architectural and engineering Drawings and Specifications.
- D. Full-size assemblies (at the project site) of exterior materials and details of construction.
- E. Eye-level perspective drawings or presentation model that accurately represents the project, and a rendered site plan showing all adjacent existing and proposed structures, streets and site improvements.
- F. Site and building plan at 1" = 100' for Authority use in updating its 1" = 100' Photogrammetric Map Sheets.
- G. Construction schedule for the project.

During preparation of the Contract Documents, it is the developer's responsibility to notify the Authority, promptly and secure its approval of all changes from the approved Design Development Drawings that are contemplated for site improvements, exterior facades, roofscape and interior public spaces. Progress Drawings representing 50% completion of the Contract Documents may be required for review by the Authority.

Upon approval by the Authority of the CONTRACT DOCUMENTS, the following submissions are required:

#### IV. CONSTRUCTION INSPECTION

- A. All Contract Addenda, Change Orders, and other modifications and revisions of approved Contract Documents which affect site improvements, exterior facades, roofscape, and interior public spaces.
- B. Shop drawings of architectural components which differ from, or were not fully described in Contract Documents.

Site visits will be conducted to insure construction of the project in accordance the approved Contract Documents.







